

BID OPENING: Bids shall be opened at 2:00pm, prevailing Eastern Standard Time, on August 23, 2021 at the U.S. Government Publishing Office, Atlanta GA. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

ISSUE DATE: August 16, 2021

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (404) 605-9160, EXT. 6 (RENEE SESSUM). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Atlanta Regional Office
3715 Northside Parkway, NW
Suite 4-305
Atlanta, Georgia 30327

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

TITLE: Guide to Professional Standards for School Nutrition Programs

PRODUCTS:

- Item 1: "FNS 303 Professional Standards Booklet" – Saddle-stitch booklet with pocket on Cover 3
- Item 2: "Professional Standards Sticker Packets" – One complete packet = 24 individual label sheets with a total of 8 individual designs (3 copies each of the 8 individual designs)
- Item 3: "FNS 303-A Cover Sheet" – Forms

QUALITY LEVEL: II Quality Assurance Through Attributes (GPO Pub 310.1, effective May 1979 (Rev. 09-19) applies.

QUANTITY:

- Item 1: 80,000 Saddle-stitched booklets with pocket on Cover 3
- Item 2: 100,000 Complete sticker packets (2,400,000 individual label sheets; 300,000 each of the 8 individual designs)
- Item 3: 20,000 Forms

TRIM SIZE:

- Item 1:
 - o Covers: 17-3/4 x 15" (flat); 8-1/2 x 11" (constructed)
 - o Text: 8-1/2 x 11"
- Item 2:
 - o Individual sticker size: 1-1/2" diameter
 - o Backing sheet: 8-1/4 x 10-3/4"
- Item 3: 8-1/2 x 11"

PAGES:

- Item 1: 28 Text + Wrap-around Cover with Pocket on Cover 3
- Item 2: Face only
- Item 3: Face and back.

DESCRIPTION:

- Item 1:
 - o Covers 1-4 (including pocket) print full and/or uncommon bleeds, printing full color matter via 4-color process. Flood coat all covers with a clear, non-yellowing gloss aqueous coating. Prints head to head.
 - o Cover 3 Construction Requirements: Cover 3 requires one 4" deep pocket with 3/4" construction tab securely glued to the inside of pocket. Diagonal (angle) cut pocket at center fold. Score on all folds.
 - o Text prints full color matter via 4-color process with uncommon bleeds throughout. Prints head to head.
- Item 2: Labels (1-1/2" diameter) print full color matter via 4-color process on the face only. Labels kiss-cut and mounted on an 8-1/4 x 10-3/4" backing sheet (sheets must be able fit in the Cover 3 pocket of Item 1), 24 labels per sheet (4 across and 6 down). Kiss cut must not penetrate backing sheet. Coat the back of the labels with a permanent type pressure sensitive adhesive.
- Item 3: Face and back prints full uncommon bleeds printing full color matter via 4-color process. Prints head to head.

NOTE: All Items must be printed via conventional OFFSET printing on a minimum 4-color press with one single pass. Digital printing, direct imaging (toner), and inkjet printing are not acceptable.

GOVERNMENT TO FURNISH:**ELECTRONIC MEDIA:**

- PLATFORM: Unknown

- STORAGE MEDIA: One USB thumb drive

- SOFTWARE: 5 PDF files will be provided, output from "Sent to printer" file folder. Note: Two of the PDF files are for Item 2 with two different names.

- COLOR(s): Identified as CMYK.

- FONTS: All fonts are Embedded and/or Embedded Subset.

- OUTPUT: 175- line screen

ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).
- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.
- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
- Identification markings such as register marks, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files, must not print on the finished product.
- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.
- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.
- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.
- Upon completion of this order, the contractor must furnish final production native application files (digital deliverable) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

- Item 1:

- o Covers: JCP Code* L11, No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26", Basis Weight 100#
- o Text: JCP Code* A240, Matte-Coated Text, White, Basis Size 25 X 38", Basis Weight 80#

- Item 2: White Litho-coated label stock with permanent adhesive, Basis Size 25 x 38", Basis Weight 60#

- Item 3: JCP Code* A240, Matte-Coated Text, White, Basis Size 25 X 38", Basis Weight 80#

INK:

- All Items: 4-color process + gloss aqueous coating (Item 1 only - Covers 1 and 4)

MARGINS:

- Items 1 and 3: Print full and/or uncommon bleeds.
- Item 2: Follow file setup, adequate gripper.

PROOFS:

Deliver the following 6 sets of proofs to the department (see Distribution for 3 complete addresses) on or before **August 30, 2021**. Contractor MUST return Government furnished material with the proofs.

Contractor is responsible for all costs incurred in the delivery and pickup of proofs. All proofs will be withheld not longer than **5** workday(s) from date of receipt by the Government** to date proofs are MADE AVAILABLE FOR PICKUP by the contractor. It is the responsibility of the CONTRACTOR to make the necessary pickup arrangements when notified that the reviewed proofs are available. If an overnight delivery carrier (i.e. UPS or Fed Ex) is to be used, contractor MUST include a fully completed return airbill (prepaid by the contractor) with the delivered proofs.

**NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print".

(*) **CONTENT PROOF (4 complete sets required)**: A complete digital color CONTENT proof created using the same Raster Image Processor (RIP) that will be used to produce the product. Proof shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and bound to the finished size/format of the product.

(*) **INKJET PROOFS (2 complete sets required)**: A set of INKJET proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8 solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

IT IS UNDERSTOOD THAT THE PROOFS SUPPLIED UNDER THIS CONTRACT WILL MATCH THE FINAL OUTPUT.

PRESS SHEET INSPECTION REQUIRED:

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 5 workday(s) prior to the inspection. Notify Renee Sessum at Atlanta GPO (404-605-9160 Ext 6 or rsessum@gpo.gov). Note: See Contract Clause, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors

Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

TRAVEL EXPENSE AND PER DIEM: Travel expenses and per diem to be incurred by the Government for press sheet inspection will NOT be a factor in determining award.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

BINDING:

- Item 1:
 - o Cover 3 requires one 4" deep pocket with 3/4" construction tab securely glued to the inside of pocket. Diagonal (angle) cut pocket at center fold. Score on all folds.
 - o Text: Trim 3 sides.
 - o Collate Cover & Text. Saddle-stitch in 2 places on the 11" dimension. Paper Covers: wrap-around, stitched on, grain must run parallel to spine, score all folds (including Cover 3 pocket construction folds).
- Item 2: See Description. Collate per furnished print file (i.e. 1.1.1.2.2.2...8.8.8) to create one complete set.
- Item 3: Trim 4 sides.

KIT COLLATING REQUIREMENTS:

- **FNS 303 Kit** (80,000 total kits) contains the following:
 - o One copy of Item 1 on top
 - o One set of Item 2
 - o One piece of 8-1/2 x 11" suitable chipboard collated on the bottom of Item 2.
 - o Shrink-wrap to create one complete kit
- **FNS 303A Kit** (20,000 total kits) contains the following:
 - o One copy of Item 3 on top
 - o One set of Item 2
 - o One piece of 8-1/2 x 11" suitable chipboard collated on the bottom of Item 2.
 - o Shrink-wrap to create one complete kit

PACKING:

Box and label "**FNS 303**" kits and "**FNS 303A**" kits separately. Pack in cartons to prevent shifting of or damage to materials. Total carton weight not to exceed 35 lbs. Identify shipping containers with name of publication, GPO Jacket, FNS number, approximate number of packs/kits per box.

NOTE: All shipping cartons require a carton label. Noncompliance with the labeling and marking specifications on this order may be cause for the Government to reject the shipment at destination and return it to the contractor at his/her expense. The Government may, at its option, relabel and/or remark in accordance with the specifications and charge all costs to the contractor. There will be a minimum charge of \$50.00 per order (per Jacket) for all labeling and marking corrections that are made by the Government due to the contractor's failure to label/mark all cartons per specifications and Contract Terms.

SCHEDULE:

Government furnished materials will be available for pickup on or before **August 24, 2021**

Deliver all proofs on or before **August 30, 2021**.

Deliver all copies as follows via traceable means:

- Deliver 10,000 copies of "***FNS 303A***" kit on or before **September 15, 2021**.
- Deliver the balance of Items on or before **September 29, 2021**.

DISTRIBUTION (F.O.B. DESTINATION):

- Deliver two sets of G7-profile proofs and two sets of Content proofs to: Dane Henshall (703-338-3834), Arlington, VA 22205. (Note: Complete residential address to be furnished after award.)
- Deliver one set of Content Proofs to: Rebecca Maclsaac (703-338-3834), Annandale, VA 22003. (Note: Complete residential address to be furnished after award.)
- Deliver one set of Content Proofs to: Evelyn Garcia (703-593-2190), Leesburg, VA 20176. (Note: Complete residential address to be furnished after award.)
- Deliver one "***FNS 303***" kit + one "***FNS 303A***" kit to: Dane Henshall (703-338-3834), 859 N. Kensington St., Arlington, VA 22205. (Note: Complete residential address to be furnished after award.)
- Deliver the balance of Items to:
US Government Publishing Office,
TEAM NUTRITION – CACFP Worksheets (**Note: "**TEAM NUTRITION**" be in bold and in caps**)
C/O RECEIVING - USDA/FNS ### (see **PACKING** for additional information)
8660 Cherry Lane, Laurel, MD 20707.
NOTE: Delivery hours are 8:00am to 3:00pm, M-F (except Federal workdays). Contractor must notify GPO (202-246-3589 or laurelpc2@gpo.gov) AND Dane Henshall (703-338-3834 or dane.henshall@usda.gov) at least 5 business days prior to delivery.
- Upon completion, return all furnished material (appropriately identified) under separate cover via traceable means to: Rebecca Maclsaac (703-338-3834), Annandale, VA 22003. (Note: Complete residential address to be furnished after award.)

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Don Newsome (donald.newsome@usda.gov) and GPO Atlanta Regional Office (infoatlanta@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 524-517, Req 1-00824". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books		Forms	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to: **TEAM NUTRITION – CACFP Worksheets (Note: “TEAM NUTRITION” be in bold and in caps)** C/O RECEIVING - USDA/FNS ### (see **PACKING** for additional information) 8660 Cherry Lane, Laurel, MD 20707.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The bidder agrees that any contract resulting from bidder’s offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 “Quality Assurance Through Attributes – Contract Terms” in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from: U.S. Government Publishing Office, Atlanta Regional Office, 3715 Northside Parkway, NW, Suite 4-305, Atlanta, Georgia 30327.

LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II
- (b) Finishing (item related) Attributes – Level II

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute Specified	Specified Standard	Alternate Standard*
P-7 Type Quality and Uniformity	PSI	Approved Proofs
P-10 Process Color Match	PSI	Approved Proofs

*In the event that the Specified Standard is waived, the Alternate Standard will serve as its replacement.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional hundred or thousand copies. The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsatlanta@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (524-517) and bid opening date (August 23, 2021) must be specified in the subject line of the emailed bid submission. Bids received after 2:00pm EST on the bid opening date specified above will not be considered for award.

NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, and return pages 9 and 10.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

CONTRACTOR NAME: _____

SHIPMENT(S): Shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

Bid Amount: _____

Additional Rate per M: _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

(Contractor’s Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

August 19, 2021

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 524-517, scheduled for opening at August 23, 2021, are amended as follows:

1. No change in bid opening date.
2. Changes are made to the following under "SCHEDULE" page 6 of 10:

Deliver all copies as follows via traceable means:

- Deliver 10,000 copies of "**FNS 303A**" *kit* on or before **September 22, 2021**.
- Deliver the balance of Items on or before **October 21, 2021**.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to bidsatlanta@gpo.gov for this solicitation.

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

Elizabeth B. Rich
Contracting Officer

